



Probationary Employee Training Program

Supervisors Instructions

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The station Captain or station officer has sole responsibility for the probationary employee and his/her probationary packet. The station officer should ensure that the required skill sheets are completed, that the written assignments are accurate, and that all paperwork is forwarded to the appropriate quality assurance officer at the given deadlines. The station officer should also ensure that adequate resources are available to complete the given assignments. The station officer is not required to perform as the probationary employees' "preceptor" but should allow the most knowledgeable employee in that given area to provide leadership and direction. The station officer should also incorporate the entire shift in the probationary employees' tasks as often as possible. All forms and/or documents including a counseling report are to be filled out within each module section then copied and attached with their packet for review to the Battalion Chief. ****A note about the written portion of the packet - Probationary employee's must cite their sources after each question. The format should be: Question, Answer, Citation. If they obtain the information from you or another employee, they can write that person as their source.**

Pay close attention to the dates for IPPA on the timeline and ' Merit Status timeline' that was distributed by Division of Operations.

Requirement for successful completion of probation

In order for the probationary employee to be recommended for full term merit system employment the probationary employee must complete the following skills and meet the following conditions.

Prior to completing probation the probationary employee **must**:

- **Obtain driver certification on a EMS unit. (**It is recommended that the probationary employee start this process during the EMS Module -**

Period 2)**

- Successfully complete probationary skills and written assignments.
- Pass end of probationary Fire and EMS written and practical exams at PSTA.
- Complete the IPE within 11 minutes.
- And other skills and assignments as assigned by the Division Chief of Risk Reduction and Training and the Division Chief of Operations.

All reference material for questions, skills, and assignments can be found in the *Resource and Reference* section and all needed materials should be in possession of the probationary employee or at the station.

General Knowledge Module (1)

The General Knowledge module is a two (2) week module that will consist of basic station activities designed to prepare the employee for station life as well as fire and EMS skills required for their probation year. This module will consist of 4 working shifts being considered as [non-staffing] regardless of dates. However, completion of skills and written assignments are expected to be completed as outlined on the timeline section by the probationary timeline. The station officer should also ensure that the employees' passwords allow them access to all required MCFRS networks and they have all PCAP entries completed for a successful probation. The employee will **not** be considered as minimum staffing during their first 4 shifts. The station officer will be required to complete a counseling report at the end of the module. The probationary employee will be assigned to the ambulance and the engine during this module to familiarize them with both units prior to being considered as minimum staffing.

Fire and EMS Modules (2 and 3)

The Fire and EMS modules will consist of two (2) three week periods respectively. The Fire and EMS Modules will contain information, skills and written assignments specific to that particular module. The selection of which module is started first is dependent upon the station officer's preference and resource needs in the battalion. If the Fire and EMS Modules are split, please start with Period 1 for each, as they are progressive in nature. The timeline requirements are the same regardless of Fire or EMS

modules being split or kept together. The station officer is reminded that a counseling report must be completed at the end of each period as directed on the timeline page. The EMS Period 2 Module has less written work than the other Modules to allow time for the probationary employee to concentrate on obtaining their driving status.

Additional Knowledge and Review (4)

The additional knowledge and review module is a three (3) week module and the last module that the probationary employee will complete. This module will conclude with the apparatus assignment opposite the apparatus assignment of the General Knowledge Module (i.e. Finish with EMS in module 4, they stay on EMS unit). The Additional Knowledge and Review Module is designed to allow the probationary employee to complete scenario based skills as well as written assignments to prepare them for final testing and merit status employment. During this module the station officer is responsible for the completion and reporting of the IPPA including review and feedback portions as stated in article 59 and FCGO 07-18.

Testing Module (6)

The probationary employee will return to the training academy for end of probation testing. The end of probation testing will consist of a PT test (IPE), written and practical testing for Fire and EMS. **The probationary employee will report to the academy in class 'C' uniform. (The probationary employees assigned station officer will be required to accompany the probationary employee to the training academy to participate in the probationary testing process).** If the station officer is off duty for any reason the test may be rescheduled by the Recruit Training Coordinators. This is to eliminate any misinterpreted material within the modules and prevent failures.

Journal Entries

The probationary employee will be required to complete a journal entry each workday. The information that must be included is but not limited to: two (2) incidents or calls, observations, drills, Lessons Learned, or activities for that given day to include what they did for PT. The Journal must be kept in the station and readily available upon the request of the Battalion Chief or

Training Officers request. All information contained must not violate any HIPPA or FERPA act.

Counseling Form Instructions

The purpose of the counseling reports is to track the progression of the probationary employee; therefore the counseling report should include as much detail as possible. The station officer is required to complete a counseling report at the end of each training module. The station officer should also complete a counseling report if the probationary employee exhibits any deficiencies in their performance, comprehension of material, or inappropriate behavior. The station officer is encouraged to complete counseling reports when the probationary employee exhibits exceptional behavior comprehension and progression. The probationary employee may also encounter other hardships which may hinder their timely completion of the probationary packet. At any time, if a deadline will be missed the station officer should either submit a counseling report or consult with the Battalion Chief for instructions. The counseling report should be forwarded to the Battalion Chief for their review. The probationary employee should receive copies of all signed and forwarded paperwork. The probationary employee should be encouraged to keep copies of all their paperwork.

EMS Unit Driver Requirement

To successfully complete probation and become a merit status employee the probationary employee must complete all requirements to become a EMS unit Driver. The probationary employee has passed a EVOC in the academy and will be required to fulfill remaining obligations set forth by policy and procedure 23-07AMII. All questions and test procedures will be directed and handled by the Driving Training Coordinator. (**It is recommended that the probationary employee start this process during the EMS Module - Period 2**)

Physical Fitness Requirements

One of the objectives of the probationary employee training program is to build a solid foundation of wellness. Once the probationary employee leaves the training academy they are still required and expected to maintain

a certain level of fitness. When the probationary employee returns to the training academy they will be required to complete and pass a final physical fitness evaluation. The current IPE program is listed below with a diagram to review and practice during the probation period. The timeframe to complete the course is 11 minutes.

MCFRS Incumbent Performance Evaluation Program

The Incumbent Performance Evaluation (IPE) is a self evaluation of an individual's ability to physically perform essential functions required in the occupation of fire fighting. The Montgomery County Fire and Rescue Service has developed an individual performance evaluation that protects the safety of the fire fighter and provides for the appropriate delivery of fire suppression and rescue services.

This program has been developed in conjunction with IAFF Local 1664 and Montgomery County Fire and Rescue management. The IPE program has been developed to initially provide individuals an opportunity to participate in a self-evaluation of their abilities to physically perform essential functions in the occupation of fire fighting and to gather data associated with these essential functions during the pilot period.

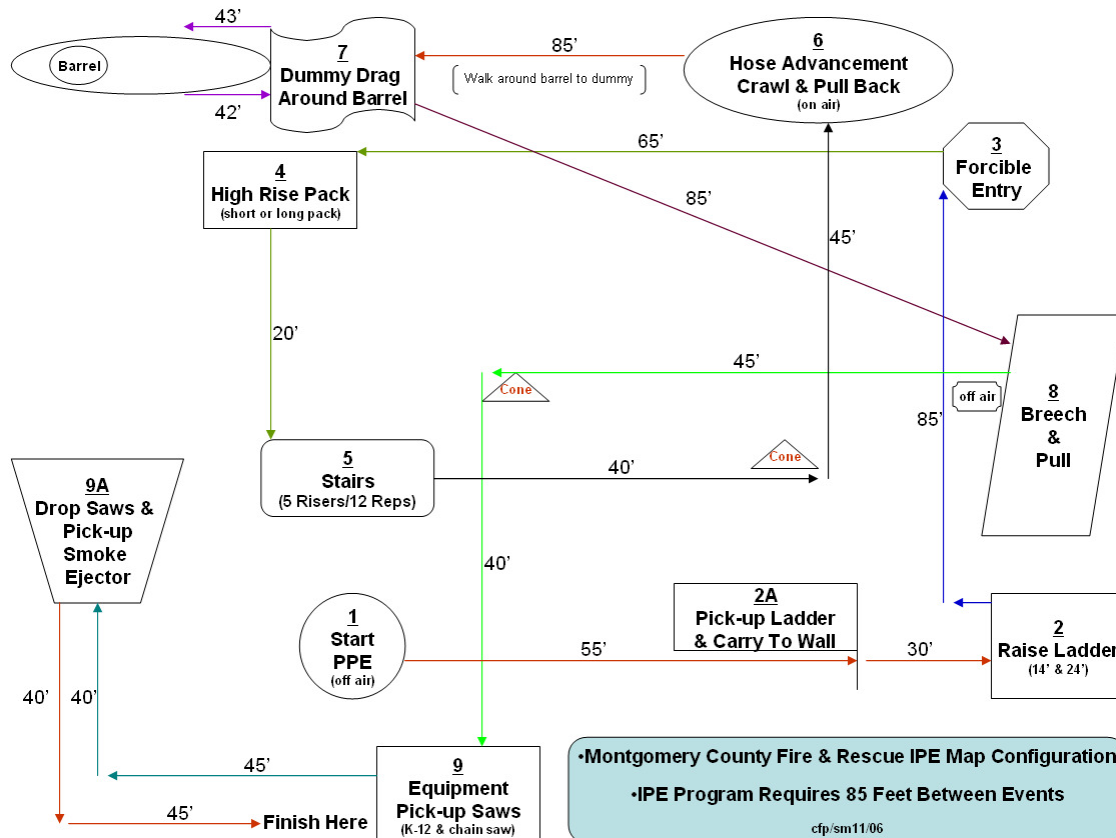
The IPE consists of 8 events designed to provide a self-evaluation of the incumbent's physical ability as a fire fighter to operate effectively on an incident scene.

IPE EVENTS:

1. personal protective equipment
2. ladder carry, raise, extension event
3. forcible entry event
4. high rise pack event
5. hand line advancement event
6. victim rescue event
7. pike pole event
8. equipment event

There is a recovery period after completion of each event.

Please view the MCFRS IPE video located on the DCQuiklinks page under the Wellness-Fitness Section link PRIOR to participating in the MCFRS IPE.



The probationary employees' probation will not be considered as "completed" until the probationary employee has taken and passed his/her fitness evaluation.

It is also in the best interest of the employee to continue to build upon the levels of fitness that they have achieved up to this point. Listed below is a chart of acceptable standards and that are given to recruits ending their probationary year. This can be used as a guide to maintaining a level of physical fitness needed for your career. At any point you need assistance you are encouraged to seek help from a peer fitness instructor within the department.

<u>Fitness Component</u>	<u>70%</u>	<u>100%</u>
Push ups	30	>60
Curl ups	50	90
Pull ups	3	>12
Aerobic Capacity (1 ½ mile run)	12 minutes	<10:00 minutes
Flexibility (<i>sit & Reach</i>)	11 inches	>22 inches
Grip Strength >	84 pounds	124 pounds